Departmental Receiving

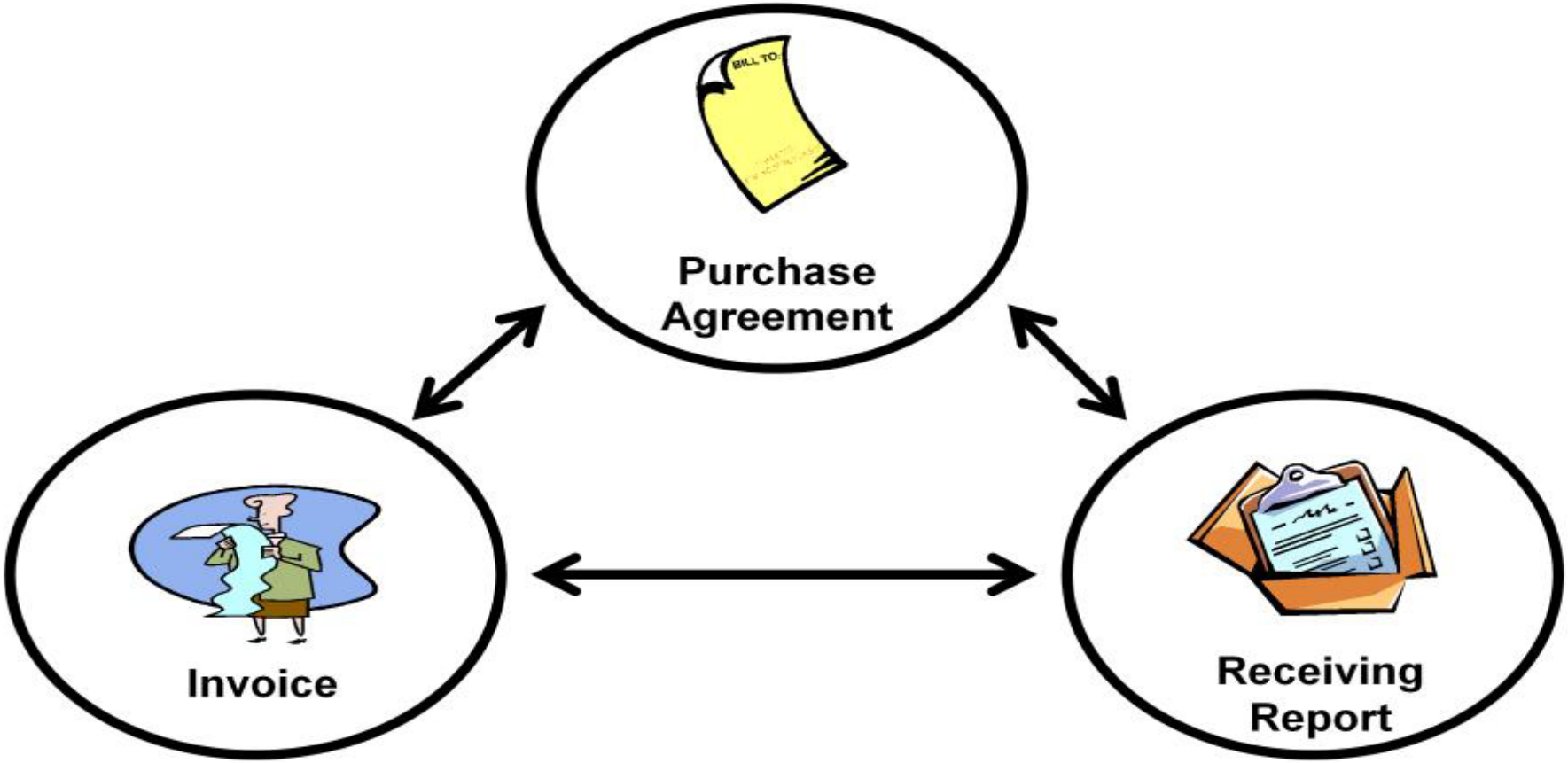
Offices of Procurement & Accounts Payable

Training Topics

By the end of the session you should:

- Understand the requirements of Three-way matching to generate payment
- Know how to enter receiving for items purchased in FAMIS by E-Doc, L-Doc or Purchase Orders

Three-Way Match



Features of Online Receiving

- Entries are performed by end users
- End user is responsible to make sure information is entered timely and accurately
- Eliminates current Approval To Pay process

** timeframe for FAMIS Receiving Entry is 3 days

Features Continued

- Create the receiving document for **all** goods and services received
- Closing a receiving document completes the receiving entry and automatically initiates the payment for a three-way match
- Purchase document + Invoice + On-line Receiving = Vendor Payment

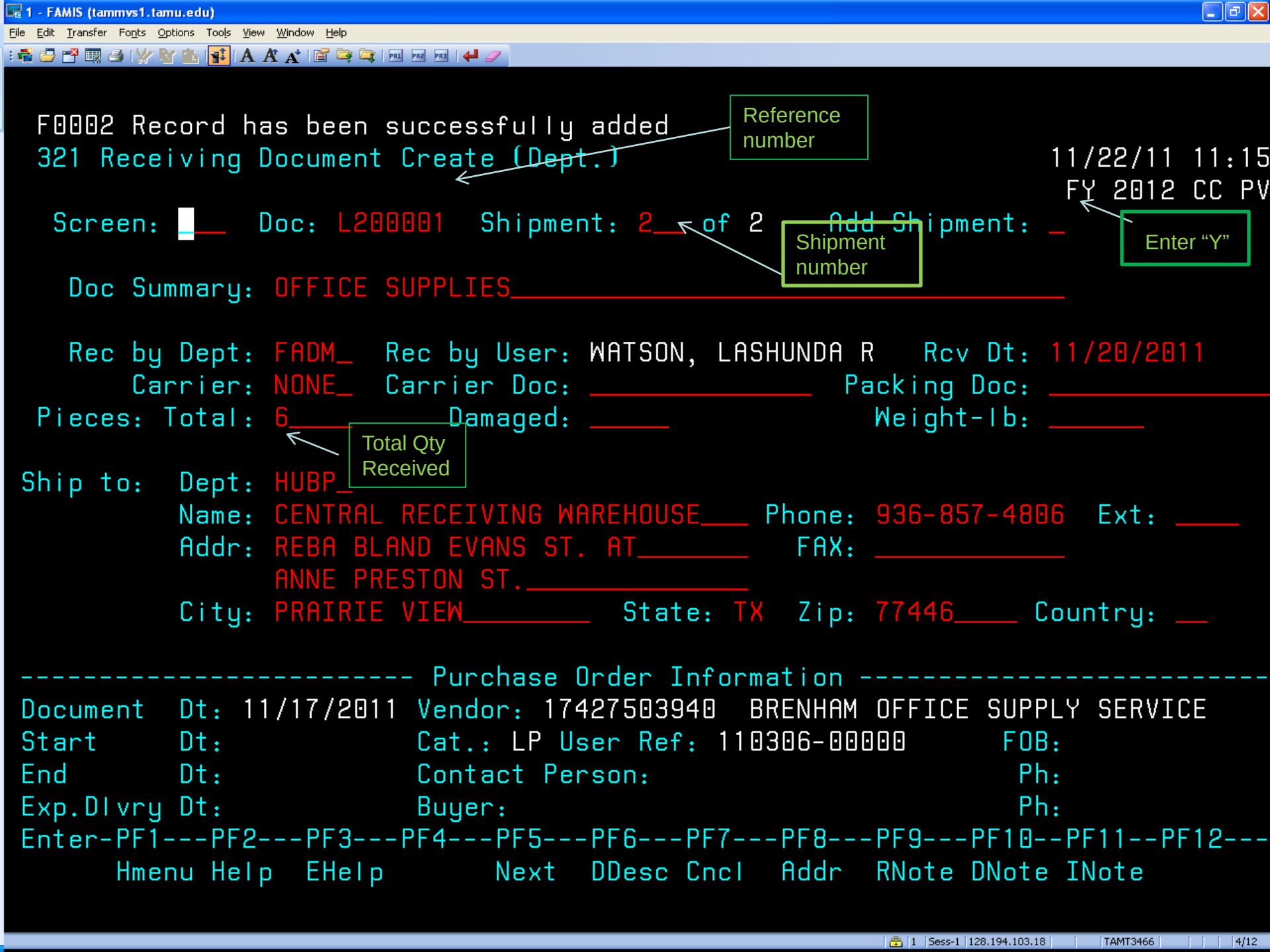
FAMIS Screens

For Departmental Receiving transaction, the following screens are required:

-321 Receiving Document Create
-322 Receiving Item Create
-326 Receiving Document Close

Required Information

- Valid purchase document number
- Quantity of goods or services received

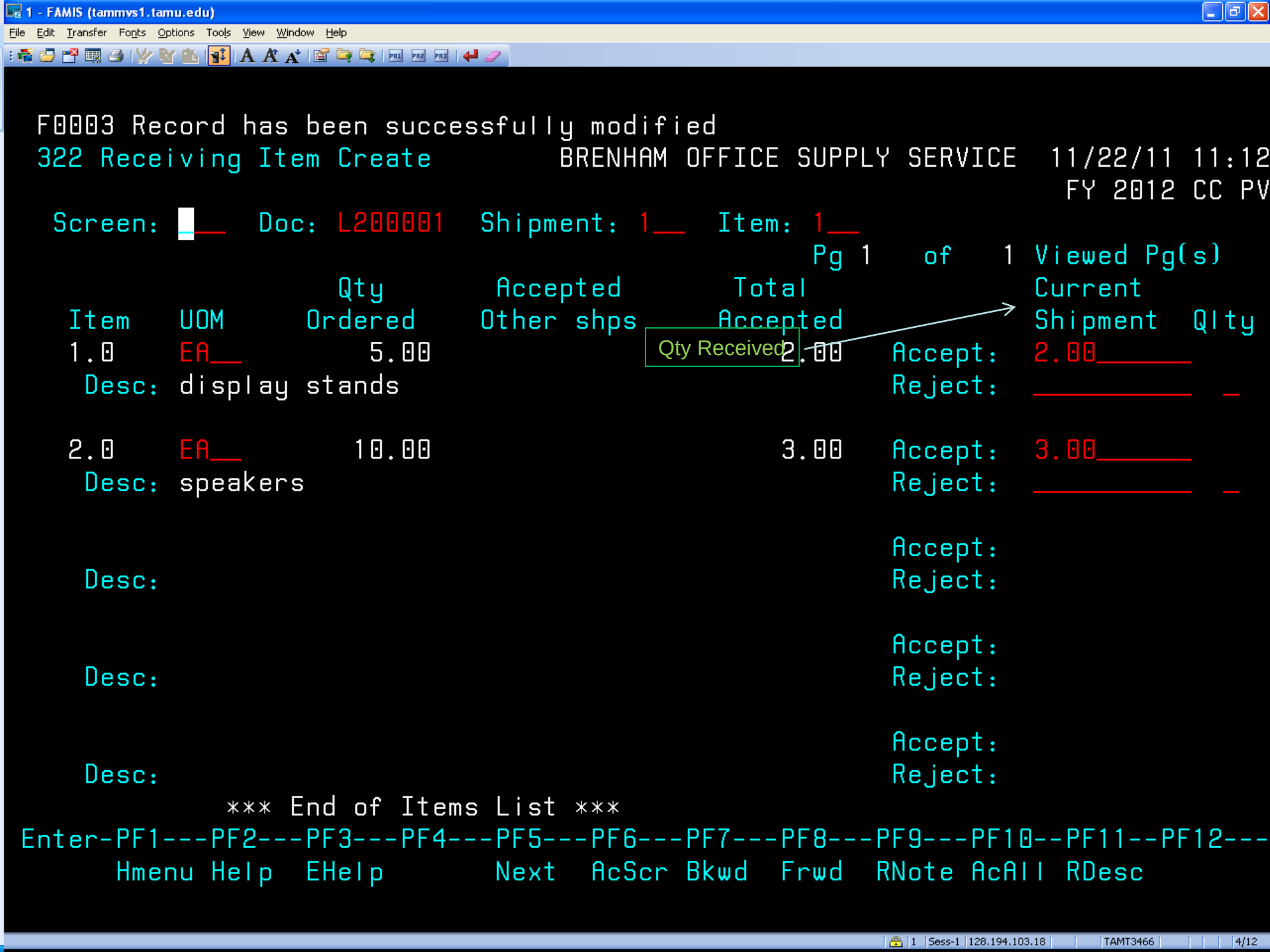

1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help
F0002 Record has been successfully added
321 Receiving Document Create (Dept.)
11/22/11 11:15
FY 2012 CC PV
Reference number
Screen: _ Doc: L200001 Shipment: 2 of 2 Add Shipment: _
Shipment number
Enter "Y"
Doc Summary: OFFICE SUPPLIES
Rec by Dept: FADM Rec by User: WATSON, LASHUNDA R Rcv Dt: 11/20/2011
Carrier: NONE Carrier Doc: Packing Doc:
Pieces: Total: 6 Damaged: Weight-lb:
Total Qty Received
Ship to: Dept: HUBP
Name: CENTRAL RECEIVING WAREHOUSE Phone: 936-857-4806 Ext:
Addr: REBA BLAND EVANS ST. AT FAX:
ANNE PRESTON ST.
City: PRAIRIE VIEW State: TX Zip: 77446 Country:
Purchase Order Information
Document Dt: 11/17/2011 Vendor: 17427503940 BRENHAM OFFICE SUPPLY SERVICE
Start Dt: Cat.: LP User Ref: 110306-00000 FOB:
End Dt: Contact Person: Ph:
Exp.Dlvry Dt: Buyer: Ph:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next DDesc Cncl Addr RNote DNote INote
Sess-1 128.194.103.18 TAMT3466 4/12

Create a New Receiving Doc

- Advance to screen 321
- Type a valid reference number (PO/E-Doc/L-Doc)
- Enter the number of the shipment (ex. Shipment 1 of 5)
- Tab to the Add shipment field and enter “Y”
- Press enter (you should now see the order information)

Modify an Existing Document

- Enter the date received, carrier (or NONE if unknown) and the total number of all pieces received
- Add any other additional information
- Press Enter to Save typed information
- Use F5 to advance to screen 322 or enter the screen number and press enter


1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help
F0003 Record has been successfully modified
322 Receiving Item Create BRENHAM OFFICE SUPPLY SERVICE 11/22/11 11:12
FY 2012 CC PV
Screen: __ Doc: L200001 Shipment: 1__ Item: 1__
Pg 1 of 1 Viewed Pg(s)
Item UOM Qty Ordered Accepted Other shps Total Accepted
Current Shipment Qty
1.0 EA__ 5.00 2.00
Accept: 2.00
Reject:
Desc: display stands
2.0 EA__ 10.00 3.00
Accept: 3.00
Reject:
Desc:
Accept:
Reject:
Desc:
Accept:
Reject:
Desc:
Accept:
Reject:
*** End of Items List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next AcScr Bkwd Frwd RNote AcAll RDesc
Qty Received
1 Sess-1 128.194.103.18 TAMT3466 4/12

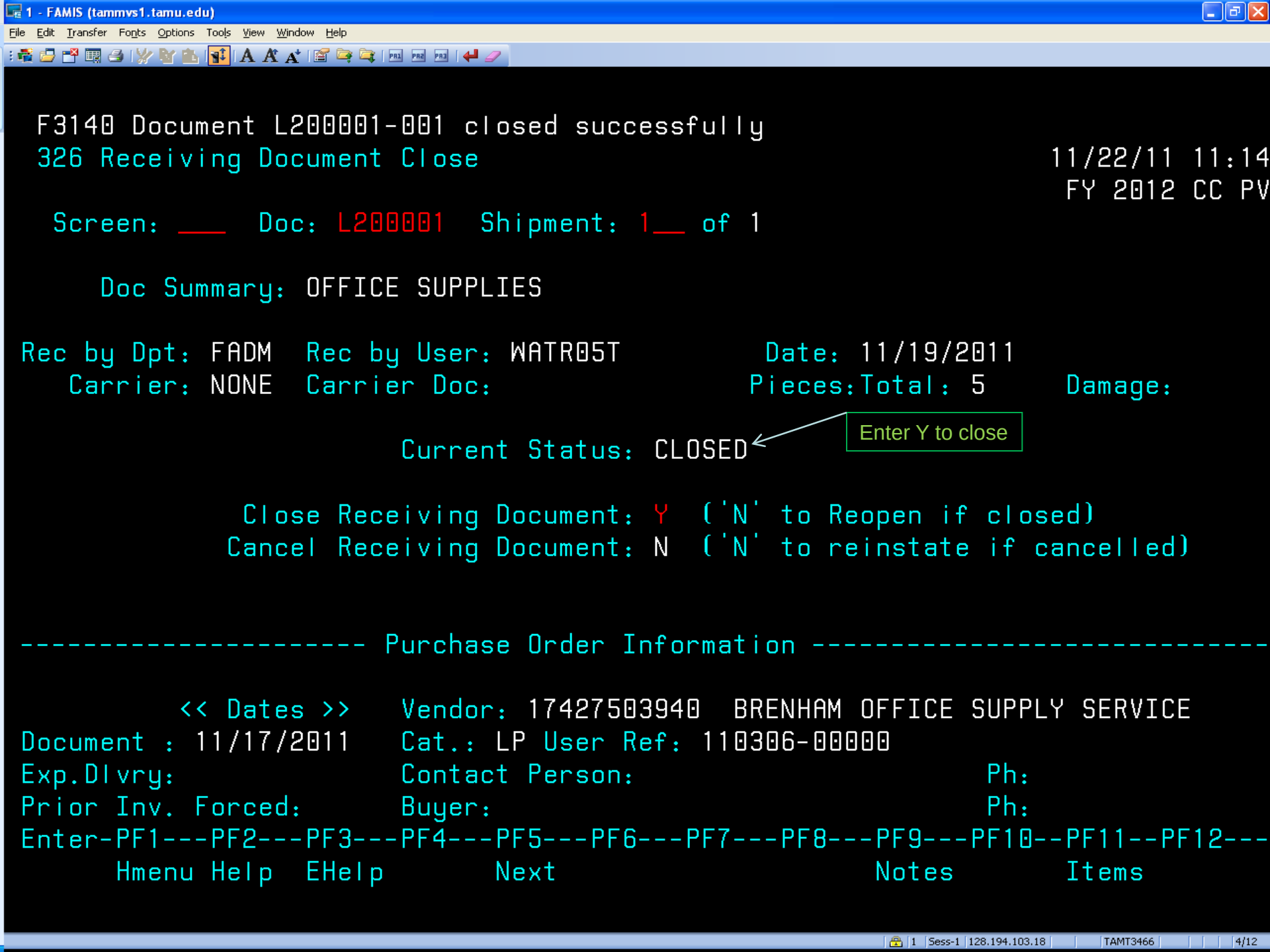
Accepting Items Received

- Tab to the “Total Accepted” field and enter the number of items received
- If an item is backordered, leave the field blank
- Press Enter to save typed information

To Reject Items

- Use F5 to advance to screen 322 or enter the screen number and press enter

- Tab to the “Reject:” field and enter the number of items being rejected


1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help
F3140 Document L200001-001 closed successfully
326 Receiving Document Close
11/22/11 11:14
FY 2012 CC PV
Screen: ___ Doc: L200001 Shipment: 1__ of 1
Doc Summary: OFFICE SUPPLIES
Rec by Dpt: FADM Rec by User: WATR05T Date: 11/19/2011
Carrier: NONE Carrier Doc: Pieces:Total: 5 Damage:
Current Status: CLOSED
Enter Y to close
Close Receiving Document: Y ('N' to Reopen if closed)
Cancel Receiving Document: N ('N' to reinstate if cancelled)
---------- Purchase Order Information ----------
<< Dates >> Vendor: 17427503940 BRENHAM OFFICE SUPPLY SERVICE
Document : 11/17/2011 Cat.: LP User Ref: 110306-00000
Exp.Dlvry: Contact Person: Ph:
Prior Inv. Forced: Buyer: Ph:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next Notes Items
1 Sess-1 128.194.103.18 TAMT3466 4/12

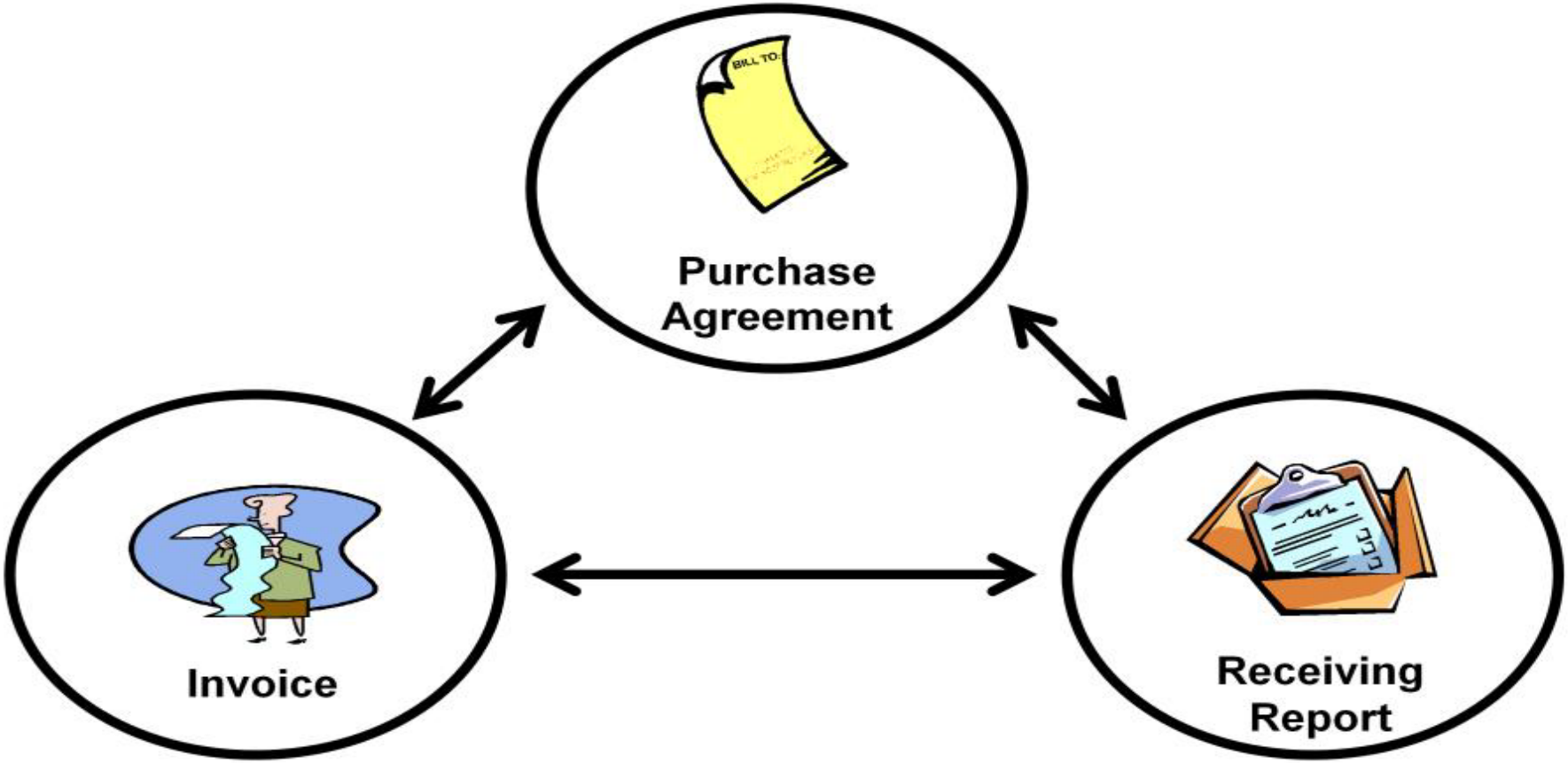
Closing the Receiving Document

- Use F5 to advance to screen 326 or type in screen 326 and enter the reference number(PO/E-Doc/L-Doc) in the ‘DOC’ field
- Enter “Y” in the Close Receiving Document field and press enter
- The document is now closed and the three-way match check is initiated

Helpful Tips

- Receiving transactions are required for **all** purchases
- Carrier Field must be completed on Screen 321. A list of Carriers can be viewed when a “?” is typed in the carrier field
- Enterer must retain the Receiving Information preferably in the Departmental Monthly Account Review Binder.
- State and University guidelines still apply

Three-Way Match



Questions, Comments, Concerns

FAMIS User Manual:

http://www.tamus.edu/offices/famis/usermanuals/

Procurement Office or Accounts Payable Office

936-261-1902

lrwatson@pvamu.edu

payables@pvamu.edu